

CISD Travel Card

OPEN OFFICE HOURS



CISD Travel Card Overview

- Purpose
- Proper use



Issuance of Travel Card

- Travel cards are issued to sponsors traveling with students (6412)
- Approved Hotel PO
- Travel Card Request Form



Travel Card Request Form



CONROE
INDEPENDENT
SCHOOL DISTRICT

Travel Card Request Form

- All fields must be completed and attached to the req along with the:
 - Student roster
 - Hotel confirmation
- Incidentals
- Reservations

Requestor's Information			
Requestor's Name:	<input type="text"/>	CISD Email:	<input type="text"/>
Phone Number:	<input type="text"/>	Campus/Dept.:	<input type="text"/>
Travel PO #:	<input type="text"/>	Budget Code to charge:	<input type="text"/>
		<small>Account</small>	<small>Budget Unit</small>

Hotel Information			
Hotel Name:	<input type="text"/>	Vendor #:	<input type="text"/>
Hotel Address:	<input type="text"/>		
Check-In Date:	<input type="text"/>	Check-Out Date:	<input type="text"/>
		Confirmation #:	<input type="text"/>

	# of Rooms	# of Nights	Rate	Total
Student Rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ 0.00
Employee/Sponsor Rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ 0.00
			Tax (exclude 6% State Tax)	<input type="text"/>
			Total Cost of Stay	\$ 0.00

Incidentals? Yes No Amount \$ per night/per room

Travel Card Delivery

- Email with pick up instructions
- Cardholder or designee can pick up the card
- Thursdays designated for pick up at least one week in advance



Cardholder Responsibilities

- Securing Travel Cards
- Lost or Stolen Cards
- Sales tax
- Retaining receipts
- Submitting Travel Recap and Returning Travel Card

